



SARGENT MEMORIAL LIBRARY

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TOWN OF BOXBOROUGH
Sargent Memorial Library Trustees Meeting Minutes
Boxborough, MA 01719

Draft

May 17, 2023

7:00 PM

Location: Zoom Meeting with remote participation.

Members Present: Reeves Briggs, Mary Brolin, Jessica Levesque, Rob McNeece, Sunita Paravasthu, Nancy Settle-Murphy (note: Ms. Levesque was newly elected and was not yet sworn in so she did not vote on any issues)

Members Absent: None

Others Present: Ms. Peishan Bartley (Library Director)

1. General Business

. Call to Order and Introductions

Mary Brolin called the meeting to order at 7:06 pm. The board made introductions.

a. Attendance/Quorum

b. Annual Board reorganization

. Nominations and election: Chair – Vote

Rob McNeece nominated Mary Brolin as the board Chair. Nancy Settle-Murphy seconded the nomination. No other nominations were made. **Roll call vote: McNeece (Yes), Settle-Murphy (Yes), Paravasthu (Yes), Briggs (Yes), & Brolin (Yes).**

i. Nominations and election: Treasurer – Vote

Nancy Settle-Murphy nominated Reeves Briggs as the board Treasurer. Rob McNeece seconded the nomination. No other nominations were made. **Roll call vote: McNeece (Yes), Settle-Murphy (Yes), Paravasthu (Yes), Briggs (Yes), & Brolin (Yes).**

ii. Nominations and election: Secretary – Vote

Rob McNeece nominated Nancy Settle-Murphy as the board Secretary. Reeves Briggs seconded the nomination. No other nominations were made. **Roll call vote: McNeece (Yes), Settle-Murphy (Yes), Paravasthu (Yes), Briggs (Yes), & Brolin (Yes).**

iii. Nominations and election: Other Positions – Possible Vote

No other positions were needed.

a. Approve Prior Minutes

A motion to approve the minutes for the meeting dated April 12, 2023 was moved (Settle-Murphy), seconded (McNeece) and unanimously approved. **Roll call vote: McNeece (Yes), Settle-Murphy (Yes), Paravasthu (Yes), Briggs (Yes), & Brolin (Yes).**

2. Director's Report

The Director's Report covered the following topics. See attached report for detail.

- a. Annual Town Meeting Summary
- b. Budget and Expenses Report
- c. Library Policy
- d. Building and Grounds Issues and Updates
- e. Staffing Updates
- f. Library Events
- g. Collection Development

As part of the Director's report, Peishan requested to use \$5,000 from the State Aid Grant funds to engage Stefura Associates to design a new layout for the library. A motion to approve the use of \$5,000 in State Aid Grant funds to engage Stefura Associates to design a new layout for the library was moved (McNeece), seconded (Briggs) and unanimously approved. **Roll call vote: McNeece (Yes), Settle-Murphy (Yes), Briggs (Yes), Brolin (Yes) & Paravasthu (Abstain).**

3. Discussion: Director's performance review

Mary asked the Trustees to use the performance review template and submit their input for Peishan Bartley's performance review to her by May 31st. She also noted that Michael Johns shared evaluation feedback for Peishan and Mary will also use that for Peishan's review. Mary will take all the input and prepare a summary to share with Peishan and the Board at the June meeting.

4. Discussion and vote: BCTrust 25th Anniversary Celebration alcohol permit application

The BC Trust has applied for an alcohol permit for a celebration event they will be holding outside at the Library on June 10, 2023, with a rain date of June 11, 2023. A motion to approve the application was moved (Briggs), seconded (McNeece) and unanimously approved. **Roll call vote: McNeece (Yes), Settle-Murphy (Yes), Paravasthu (Yes), Briggs (Yes), & Brolin (Yes).**

5. Confirm date and location of next few meetings

Our next meeting will be June 21st via zoom. We will not hold a July meeting, and our August meeting will be on August 16th in person at the Library.

6. Adjourn Public Meeting

The meeting was adjourned at 8:28 pm. A motion to adjourn was moved (Settle-Murphy), seconded (McNeece), and unanimously approved in a **Roll call vote: McNeece (Yes), Settle-Murphy (Yes), Paravasthu (Yes), Briggs (Yes), & Brolin (Yes).**

List of Exhibits used:

All files located on public Drive folder: [2023_05_17](#)

- SML Trustee Meeting Agenda for May 17, 2023
- Director's Report for May 17, 2023
- Approved Minutes for April 12, 2023
- BCTrust Application to Serve Alcohol dated May 11, 2023
- Library Expense Breakdown
- SML Action Plan
- SML Director Performance Evaluation Input Form
- Michael Johns Library Director Performance Evaluation Form

Respectfully submitted,
Mary Brolin